

DRAFT

AR-03

ABBREVIATED REPORT FORMAT **for Soil Boring and Groundwater-Monitoring Well Installation at a Petroleum Release Site**

(This format may be appropriate for reporting soil boring and monitoring well installation activities conducted to investigate, define, or monitor a petroleum release)

Montana Department of Environmental Quality Petroleum Release Section (PRS), Revised September 1, 2005

An outline has been developed by PRS to illustrate basic information an *Abbreviated Report for Soil Boring and specific Remedial Investigation or Corrective Action Activities* must contain before it will be reviewed by PRS. Abbreviated Reports are requested by PRS when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, and when a more meaningful summary report containing background information will be generated after performance of the requested work, or at a future date. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for *soil boring and groundwater-monitoring well installation* activities when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by PRS, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.1 Date
- 1.2 Owner/Operator's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (**Abbreviated Activity Report for Soil Boring and Monitoring Well Installation**) for the petroleum release at (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that was conducted. Include the title and date of approved CAP.
- 1.6 Scope and temporal summary paragraph specifying the borings that were completed, date of activity, depth of borings, number and location of soil and groundwater samples collected, sampling methodology, depth to static groundwater, and laboratory analyses conducted.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY ANALYTICAL REPORT (if applicable)

- 2.1 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.2 Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

3.0 BORING LOGS

- 3.1 Copies of boring and well-installation logs.
- 3.2 Description of any issues (i.e. drill refusal; utility damage; relocation due to access or other issues; sample preservation, holding, or analytical issues).

4.0 CONCLUSIONS AND RECOMMENDATIONS (if applicable)

- 4.1 Conclusions. (Provide a brief conclusions paragraph. If more than a brief paragraph appears necessary, contact the PRS project manager).
- 4.2 Recommendations. (Provide a brief list of recommendations, if appropriate. If more than a brief list appears to be necessary, contact the PRS project manager).